



County of Los Angeles  
Department of Public Social Services

Bryce Yokomizo  
Director

January 21, 2004

TO: Each Supervisor

*[Handwritten signature]*

FROM: Bryce Yokomizo, Director

**SUBJECT: GAIN VOCATIONAL SERVICES - NOTIFICATION OF INTENT TO  
NEGOTIATE A SOLE SOURCE CONTRACT**

In accordance with your Board motion of February 23, 1999, on sole source contracts of \$250,000 or greater, I am informing you that we intend to negotiate a non-competitive contract with the City of Hawthorne for the provision of GAIN Vocational Services. The current contract with the City of Hawthorne expires June 30, 2004. California Department of Social Services (CDSS) regulations allow contracting with local government agencies without formal advertising (Chapter 23-650).

Under the current contract, the City of Hawthorne coordinates, maintains and distributes ten provider directories (e.g., Vocational Education and Training, On-The-Job Training, and Vocational English-as-a-Second Language) to all Los Angeles County GAIN regional and sub-regional offices. Also, the City of Hawthorne provides intermediary services to administer and subcontract Work Experience and Community Service to CalWORKs participants. The current contract amount for July 1, 2003, through June 30, 2004 is \$872,520. We plan to negotiate a new contract beginning July 1, 2004 for a period of three years for an annual cost of no more than the current amount.

The City of Hawthorne has consistently provided effective services and has met all of the performance measures required. The City of Hawthorne's experience working with DPSS on the non-salaried Work Experience program has been invaluable to the Department in the ongoing development of the CalWORKs Community Service program. The City of Hawthorne has developed, installed and currently maintains the Intrastate Training Resource and Information Network (I-TRAIN), an electronic training system which enhances the GAIN Services Workers' ability to locate quality educational and training services for CalWORKs participants. Furthermore, the City of Hawthorne has been willing to provide additional services that are mandated, and collaborate with community partners to assist the Department in obtaining these services.

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Unless otherwise instructed by your Board, we will proceed to negotiate the sole source contract within two weeks.

BY:mc

c: Executive Officer, Board of Supervisors  
Chief Administrative Officer  
County Counsel